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30 September 1969

MEMORANDUM FOR THE RECORD

SUBJECT : Administrative Annex to Course Report, Project USEFUL, 22-26 September 1969

1. As is noted in the body of the course report, all administrative, security, and support arrangements were handled most efficiently through the office of the Director of Training's Executive Assistant. There were no major problems. Many of the participants commented in their critiques on the efficiency of the program administration.

25X1A9a 2. The Training Assistant, [redacted] assumed responsibility for seeing that coffee and doughnuts were on hand at the appointed time (coordination with the Executive Dining Room), for gathering and storing participant kits and nameplates at the end of the day and placing them on the desks in the morning. She also handled telephone messages for the participants, put speaker's name signs up on the lectern as each appeared, turned lights on and off as needed, and took care of many other small but necessary tasks. She was an invaluable, full time aid.

25X1A9a 3. [redacted] of Visual Aids, took complete charge of the loud speaker equipment and all visual aids. All needs, even the unexpected, were handled with great dispatch.

4. Our JCS/SACSA contact (LTC Bert Baker) arranged, at our request, for a daily bus schedule (Military bus) from the Pentagon to Headquarters and return. On the first day, the bus used could carry 50 persons. Only 10 used it. Subsequently, a smaller bus was substituted. Most of the participants used their own cars and parked in West parking, or rode with someone.

5. The participants greatly appreciated the coffee and doughnuts served twice daily, gratis.

6. It was decided after the "Notes for Speakers" was mimeographed, to tape the speakers. Therefore, each speaker had to be asked personally to use the mike on the lectern, or the neck mike. This sometimes created a problem, when the speaker forgot or moved away from the mike, or when the speaker slipped away to the podium before he could be requested to use the mike.

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7. There were last minute changes (timing of two speakers changed, speakers changed, late changes in participants, etc.), but they were taken care of with the cooperation of all concerned.

8. It should be noted that the Headquarters logistics and security offices concerned effected the services and support requested through EA and OTR Services and Security very well indeed.

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9. In addition to providing the unflappable services of [redacted] OTR/Visual Aids did highly efficient last minute work on films, signs, nameplates, and the like.

10. The 1969 Course Coordinator has prepared a detailed guide for next year's Coordinator, on the timing of Project USEFUL planning and certain small, but important, factors in making for a smooth running program. This is not attached, but it is available in the files. It is noted, with appreciation, that he benefited greatly from the guidance of the 1968 Coordinator.

[redacted] 25X1A9a
Course Coordinator

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